

BUSINESS ETHICS POLICY

The reputation of Wrights Roofing Ltd is built on the trust and confidence of those with whom we deal. The Company aims to maintain high ethical standards in the conduct of its business and will not tolerate any behaviour or practice that compromises its integrity.

Wrights Roofing is committed to continuously improve our performance by monitoring and reviewing our KPI's (Key Performance Indicators) on regular basis.

Compliance

Wrights aims to maintain high ethical standards in carrying out its business activities. Practices of any sort that are incompatible with the Company's principles and policies will not be tolerated. Strict adherence to these principles and supporting policies is a condition of employment in the Company.

Employees are to:

- Behave ethically when doing business for the company, in accordance with the specific objectives set out below.
- and
- Confirm their compliance with the following objectives and supporting policies and procedures on an annual basis.

Unethical Behaviour and 'Whistle-Blowing'

The Managing Director is responsible for initiating and supervising the investigation of all reports of breaches of these principles and policies and ensuring that appropriate disciplinary action is taken when required.

Wrights Roofing Ltd aims to create the climate and opportunities for employees to voice genuinely held concerns about behaviour or decisions that they perceive to be unethical.

Therefore, any employee who needs guidance or advice on business ethics issues is to speak to the General Manager.

Specific Objectives

This is not a complete list and any action such as fraud, malpractice or which is otherwise unlawful, dishonest and harmful to others or otherwise against Company principles and policies will result in disciplinary action.

1. Clients and their Customers.

We are committed to being honest and straightforward in our dealings with our clients and our customers, and believe that integrity in dealings with clients and our customers is an essential for a successful and sustained business relationship.

Personal contact, helpful and responsive action are features of the service we provide to develop long-term relationships. Therefore, the Company will:

- Understand, meet and strive to exceed the needs of our clients and their customers.
- Operate within the best practices of the industries in which it competes and in a manner that makes JWR easy to do business with.
- Respect the confidentiality of information that we might obtain and retain in relation to clients and our customers.
- Take all reasonable care to avoid untruths, concealment and overstatement in all advertising and other public communications.

2. Employees.

The Company is committed to high standards of employment practice and wishes to be recognised as a good employer. It will:

- Actively engage with employees through an open communication process.
- Pay a fair wage for a fair day's work, recognising the contributions made by individuals to the Company's success.
- Support employees in their own efforts in community work.
- Not tolerate any sexual, physical or mental harassment of its employees.

In addition, all employees will:

- Not use any information that they receive in the course of their business dealings for personal gain or any purpose except that for which it is given.
- Not to receive gifts and they may not give money or any gift of significant value to a client, nor may they accept any gift or service that could be construed as being intended as a bribe.
- Be alert to and report any fraudulent activities and maintain accurate company records to help prevent their occurrence.

3. Suppliers, Advisors and Partners.

The Company will aim to develop relationships with its suppliers, advisors and partners based on mutual trust and shared values. Therefore:

- All employees will conduct business with suppliers, advisors and partners in a professional manner.
- The Company will endeavour to pay its suppliers, advisors and partners on time and according to agreed terms.

4. Competitors.

The Company will:

- Compete in a lawful manner.
- Not seek to damage the reputation of competitors, either directly or by implication.
- Avoid discussing proprietary or confidential information in any contacts with competitors.
- Not attempt to acquire information regarding a competitor's business by unlawful means, including industrial espionage, hiring competitors' employees to obtain confidential information, urging competitors' employees and clients to disclose confidential information, or any other approach that is not above board.

5. Government, Legislators and Regulators.

The Company will:

- Seek to comply with all legislation affecting its operations.
- Not make any financial contribution to political parties.
- Not knowingly evade tax obligations.

Tel: 0115 927 1333

www.jwrightroofing.co.uk

E-mail: info@jwrightroofing.co.uk

Company Registration: 03963230



6. Community and Non-Government Organisations.

The Company will seek to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. Therefore, the Company will:

- Make charitable donations, and educational and cultural contributions.

Signed:



Jacquie Harvey
General Manager

5th July 2022

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